

# MOBILE TIME AND EXPENSE



*Improve time and  
expense capture  
anytime, anywhere.*

*Maintain a single  
employee profile.*

*Ensure global best  
practices.*

Business travel is never easy. On top of waiting for flights or driving long distances, there's the added hassle of tracking every expense, from taxis to tips. For business travelers who are weary of keeping track of every receipt and trying to reconstruct where they came from at the end of the trip, there's good news.

Oracle's PeopleSoft Enterprise Mobile Time and Expense is a disconnected mobile solution for workers on the move who need to capture expense receipts quickly, easily, and at the time the expense is incurred. By using a personal digital assistant (PDA) or laptop computer, business travelers can enter expenses, as well as time worked, while they wait in line at an airport, finish paying a restaurant bill, or sit on a plane.

Designed for rapid entry, Mobile Time and Expense offers the same features, functionality, and flexibility for time and expense reports as Oracle's PeopleSoft Enterprise Expense Management. Built on robust mobile technology, this easy-to-use application delivers a comprehensive solution for the mobile workforce.

Two options are available to meet the needs of different types of organizations:

- **Mobile Time and Expense (Laptop).** With this option, mobile travelers who prefer to use a laptop computer can enter both time and expenses and submit transactions for approval. Along with user preferences and defaults, corporate card data is available to streamline entry.
- **Mobile Time and Expense (PDA).** Mobile travelers who prefer using handheld devices can capture expense receipts and time worked quickly and easily.

With this flexible solution, business travelers can use one or more mobile solutions for time and expense capture, and the organization needs to support only a single mobile technology. Oracle's PeopleSoft Enterprise Mobile PeopleTools makes these mobile applications easy to deploy and maintain, which results in lower total cost of ownership.

With Mobile Time and Expense, you can:

- Improve time and expense capture.
- Maintain a single employee profile, entered once and used globally.
- Ensure best practices for both domestic and global operations.

## Improve Time and Expense Capture

Mobile Time and Expense provides business travelers with the tools they need to complete administrative tasks during the time that is typically considered unproductive: the time spent traveling from one location to another. By providing a disconnected solution for time and expense reports, travelers become more efficient

**Expense Report Detail** | View Default Accounting

Report Description: Trip to Denver  
 Business Purpose: Off-site Meeting  
 Default Location: Denver, Colorado  
 Reference:  
 Report Status: Pending  
 Comment:

Populate From MyWallet

Copy Link	Expense Type	Expense Date	Reimbursement Amt	Split	Delete
	Air Travel	01/01/2004	455.90 USD	Split	Delete
	Automobile Rental	01/02/2004	84.75 USD	Split	Delete
	Hotel/Lodging	01/02/2004	80.00 USD	Split	Delete
	Tax	01/02/2004	12.40 USD	Split	Delete
	Dinner	01/01/2004	21.00 USD	Split	Delete

Add

Employee Expenses: 654.05 USD  
 Non-Reimbursable Expenses: USD  
 Prepaid Expenses: 33.40 USD  
 Employee Credits: USD  
 Vendor Credits: USD  
 Cash Advances Applied: USD

### Laptop Expense Entry

Employees can rapidly enter expenses off-line and synch up later with PeopleSoft Enterprise Expenses. They can populate credit card transactions automatically from MyWallet, and quickly identify prepaid, non-billable, and personal expenses.

while on the road. Time reports allow you to report absences (for example, personal time off for vacations or sick days) and let you enter project time for internal projects or billable assignments.

- Expense reports can be used to report onetime or recurring monthly expenses, such as cell phone charges or company-issued DSL lines in a home office.
- Enter more complicated reports with out-of-country per diem rates, multiple currencies, value-added taxes, or varied auto-mileage rates.

Mobile Time and Expense was designed to meet all local and international per diem requirements. Based on your organization's configuration decisions, per diem options can include:

- Per diem expense types that are specific to an organization.
- Duration-driven per diem expense reimbursement.
- Role-based per diem reimbursement.
- Parameters for role-based per diem limit exceptions that are specific to each organization.
- Per diem deductions that the organization defines.

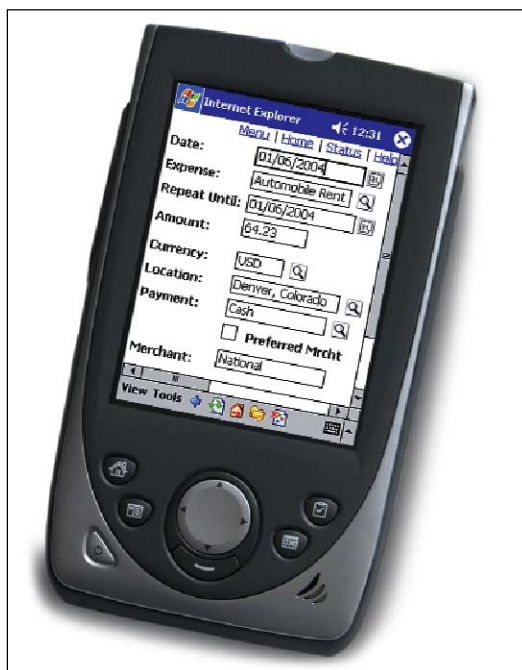
### A Single Employee Profile—Entered Once, Used Globally

According to The Hackett Group, less than 50 percent of businesses have integrated applications. As a result, data must be manually transferred between applications, heightening the risk of increased errors, extended cycle times, and higher costs.

To eliminate redundancy and minimize the risk of errors, Mobile Time and Expense

leverages user and project defaults to create a single employee profile that is entered once and used globally. The flexibility to manage these preferences and defaults is compatible with how you elect to work—disconnected or connected.

- Through robust synchronization technology, new user defaults and project defaults are refreshed on the disconnected solution.
- Changes made to the preferences and project defaults on the laptop can be used to refresh the settings within Expenses.
- Based on administrator-defined viewing options, accounting can be hidden completely, displayed, or made available for updates and changes.
- User-level filtering enables users to selectively filter data that is downloaded to the laptop, enabling users to tailor the amount of data that is required for entry and validation.



#### **PDA Receipt Entry**

Employees can enter receipt information anytime, anywhere and synch up later with PeopleSoft Enterprise Expenses. They can rapidly repeat entries to cut data entry time and track preferred merchant detail information onscreen.

#### **Best Practices for Domestic and Global Operations**

When you deploy a single automated solution for both domestic and global operations, technological complexity and total cost of ownership are greatly reduced, and return on investment is maximized.

- Configure each region specifically to meet the business rules for individual provinces or countries. Although business rules may vary, the expense management solution is scalable and consistent, creating a single source of financial truth.

- To accommodate value-added taxes (VAT), Mobile Time and Expense automatically identifies the consumption country and province. You can enter the VAT amount manually, or let the system calculate it for you, based on your organization's configuration.
- To ensure global enforcement of expense controls, Oracle's PeopleSoft Enterprise Mobile Time and Expense enables full integration of expenses to budget—whether an expense report is created in connected or disconnected mode. When the transaction is synchronized with Expenses and submitted for approval, the manager and the auditor have the option of validating that budget funds are available for an expense prior to approving it.

### ESA Is Your Complete Solution

Oracle's PeopleSoft Enterprise Service Automation is designed specifically for CIOs and IT managers to align projects with corporate objectives, reduce project delivery costs, and increase resource usage.

Leading companies, including Marriott International and Sun Microsystems, use PeopleSoft Enterprise Service Automation to reduce spending, achieve faster returns on IT investments, and become more effective partners with business units across their organizations.

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